Finding Aid for
Worcester State University
Handbooks and Guides Collection

Created by Ross Griffiths, April 15, 2017

Updated September 21, 2023

Archives and Special Collections
Worcester State University Library

Worcester State University
486 Chandler Street
Worcester, MA 01602

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COLLECTION OVERVIEW

Call Number	WSU.0004
Repository	Archives and Special Collections, Worcester State University
Location	Learning Resource Center, L-328A
Title	Worcester State University Handbooks and Guides Collection
Date range	1933-2013, bulk 1960-2010
Extent:	3.25 linear feet
Creator(s)	Staff and faculty of Worcester State (Worcester State Teachers College, Worcester State College). Some materials were created by students.
Language(s)	English
Abstract	Student and faculty handbooks and guides detailing general information about campus, programs and events, and policies and procedures.

ACCESS AND USE INFORMATION

Physical Access	Materials are available for use only in the Archives Reading Room (L-328A). Users must handle materials with clean hands.
Copyright and ownership	Researchers are responsible to obtain appropriate permissions before republishing materials under copyright.
Citation format	[Handbook title, year] Worcester State University Handbooks and Guides Collection Archives and Special Collections, Worcester State University Library.

ACQUISITION AND PROCESSING INFORMATION

Accession number(s) ACC.pre.2015.005/006/008/0021; ACC.2019.001; 2019.0024; ACC.2021.008

Provenance The bulk of these materials were deposited in the Archives prior to 2015 by person(s) unknown. A portion of the materials appear to have been transferred from library reference collections while others contain the names of personnel and may have been personal copies.

Processing information In 2015 Bridgette Woodall, Project Archivist, gathered, inventoried, and organized the collection. In 2017, Ross Griffiths, Archivist, rehoused the materials into new boxes and created a finding aid.

Biographical and historical information These volumes were intended to inform students and faculty about policies and practices, programs and events, services, and the campus physical plant. The increasing size and complexity of these volumes over the years reflect the development of Worcester State as an institution as well as larger trends in higher education governance. Handbooks for students were published annually at least from 1933 and faculty handbooks from as early as 1958 but the full publication history of each is unknown. Missing volumes will be added as they become available.

SCOPE AND CONTENT

The collection contains print volumes from 1933-2013 and related materials. Included are non-official and satirical guides published by students. Included are both bound items and loose materials.

ARRANGEMENT

This collection is arranged in three series organized chronologically.

Series I **Student Handbooks and guides, 1933-2013**
This series includes information directed toward undergraduate students with some materials for graduate students. Format changes over time are apparent but most include information about educational and social programs, lists of administrative and academic departments, faculty and staff, rules, regulations, and policies, academic calendars, and the campus' physical plant. Student handbooks were likely published before 1933, but none are present in this collection. Missing volumes from this series include 1936-1937; all volumes from 1939-1958; 1987-1988, 2006-2007; all volumes from 2008-2012

Series II **Faculty Handbooks and Guides, 1958-2015**
This series includes information directed toward faculty including lists of administrative and academic departments, faculty and staff, rules, regulations, and policies, tenure and promotion, academic calendars, and the campus' physical plant. Related items include memos to faculty from the President's Office, lists of new faculty, and library resources. Faculty handbooks were likely published before 1958, but none are present in this collection. Missing volumes from this series will be added if they become available.

Series III **Employee Handbooks, 1979-2006**
This series consists of one handbook for classified personnel and one handbook for employees.

Series IV **Unofficial Handbooks and Guides, 1968-1971**
This series consists of unofficial

student-created handbooks. These volumes include reviews of instructors and courses, evaluation and critique of university administration, and some statements regarding larger political and social issues.

ACCESS POINTS

Terms below correspond to Library of Congress name or subject headings.

Organizations
Worcester State Teachers College
Worcester State College
Worcester State University

Subject Terms
Massachusetts State College System
Normal Schools
Teachers Colleges--Massachusetts-History
Worcester (Mass.)--History

RELATED COLLECTIONS

WSU.0001 Worcester State University Course Catalogs Collections
WSU.0005 Worcester State University Yearbooks

DESCRIPTIVE INVENTORY

Series I	**Student Handbooks and Guides, 1933-2008**
Box/fldr	
6.8	Graduate School Handbook, 2003-2004
6.9	Graduate School Handbook, 2003-2004
1.1	Student Handbook, 1933-1934
1.2	Student Handbook, 1935-1936
1.3	Student Handbook, 1937-1938
1.4	Student Handbook, 1938-1939
1.19	Student Handbook, 1957-1958
1.18	Student Handbook, 1958-1959
1.5	Student Handbook, 1959-1960
1.6	Student Handbook, 1960-1961
1.7	Student Handbook, 1961-1962
1.8	Student Handbook, 1962-1963
1.9	Student Handbook, 1963-1964
1.10	Student Handbook, 1964-1965
1.11	Student Handbook, 1965-1966
1.12	Student Handbook, 1966-1967
1.13	Student Handbook, 1967-1968
1.14	Student Handbook, 1968-1969
1.15	Student Handbook, 1969-1970
1.16	Student Handbook, 1970-1971
1.17	Student Handbook, 1971-1972
2.1	Student Handbook, 1972-1973
2.2	Student Handbook, 1973-1974
2.3	Student Handbook, 1974-1975
2.4	Student Handbook, 1975-1976
2.5	Student Handbook, 1976-1977
2.6	Student Handbook, 1977-1978
2.7	Student Handbook, 1978-1979
2.8	Student Handbook, 1979-1980
2.9	Student Handbook, 1980-1981
2.10	Student Handbook, 1981-1982
3.1	Student Handbook, 1982-1983
3.2	Student Handbook, 1983-1984
3.3	Student Handbook, 1984-1985
3.4	Student Handbook, 1985-1986
3.5	Student Handbook, 1986-1987
3.7	Student Handbook, 1988-1989
6.1	Student Handbook, 2003-2004

6.2	Student Handbook, 2003-2004
6.3	Student Handbook, 2004-2005
6.4	Student Handbook, 2005-2006
6.5	Student Handbook, 2005-2006
6.6	Student Handbook, 2007-2008
6.7	Student Handbook, 2007-2008
6.12	Student Handbook, 2012-2013
3.6	Student Handbook and Calendar, 1988-1989
3.8	Student Handbook and Calendar, 1989-1999
3.9	Student Handbook and Calendar, 1990-1991
3.10	Student Handbook and Calendar, 1991-1992
3.11	Student Handbook and Calendar, 1991-1992
4.1	Student Handbook and Calendar, 1992-1993
4.2	Student Handbook and Calendar, 1992-1993
4.3	Student Handbook and Calendar, 1993-1994
4.4	Student Handbook and Calendar, 1993-1994
4.5	Student Handbook and Calendar, 1994-1995
4.6	Student Handbook and Calendar, 1994-1995
4.7	Student Handbook and Calendar, 1995-1996
4.8	Student Handbook and Calendar, 1995-1996
5.1	Student Handbook and Calendar, 1996-1997
5.2	Student Handbook and Calendar, 1996-1997
5.3	Student Handbook and Calendar, 1997-1998
5.4	Student Handbook and Calendar, 1999-2000
5.9	Student Handbook and Calendar, 1999-2000
5.5	Student Handbook and Calendar, 2000-2001
5.6	Student Handbook and Calendar, 2000-2001
5.7	Student Handbook and Calendar, 2001-2002
5.10	Student Handbook and Calendar, 2001-2002
5.8	Student Handbook and Calendar, 2002-2003
6.13	Student Handbook: Financial Aid, 1999-2000

Series II	**Faculty Handbooks and Guides, 1958-2015**
Box/fldr	
8.10	Department Chairs Handbook, Fall 2015
7.13	Faculty Guide, 1958 [includes related]
7.1	Faculty Handbook, 1965 [includes related]
7.2	Faculty Handbook, 1965 [includes related]
7.3	Faculty Handbook, 1966 [includes related]
7.4	Faculty Handbook, 1967 [includes related]

7.5	Faculty Handbook, 1968 [includes related]
7.6	Faculty Handbook, 1968 [includes related]
7.7	Faculty Handbook, 1969 [includes related]
7.8	Faculty Handbook, 1969 [includes related]
7.9	Faculty Handbook, 1970-1971 [includes related]
7.11	Faculty Handbook, 1971-1972
7.12	Faculty Handbook, 1971-1972
8.1	Faculty Handbook, 1972-1973
8.2	Faculty Handbook, 1972-1973
8.4	Faculty Handbook: Advising, 1973
8.5	Faculty Handbook: Advising, 1974
8.6	Faculty Handbook: Advising, 1992
8.9	Faculty Handbook: Advising, 2019
8.3	Faculty Handbook and Manual, n.d.
7.13	Faculty Handbook: Dept. Chairs, Fall 2009
7.10	Faculty Handbook related materials, 1970-1971

Series III	**Employee Handbooks, 1979-2006**
Box/fldr	
8.7	Classified Staff Handbook, 1979
8.8	Employee Handbook, 2006

Series IV	**Unofficial Handbooks and Guides. 1968-1971**
Box/fldr	
6.11	People's Handbook, 1970-1971
6.10	Undergraduate Handbook, 1968-1969